

Regular Meeting  
Monday, April 18, 2011  
9:00 am  
Chowan County Public Safety Center  
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, April 18, 2011 at 9:00am in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Ralph Cole, Jeff Smith and John Mitchener. Commissioner Ellis Lawrence was absent.

Staff Present Finance Officer Lisa Jones; County Manager Paul Parker, Finance Officer Lisa Jones and Board Clerk Susanne Stallings

Chairman Eddy Goodwin called the meeting to order.

**Consent Agenda**

Chairman Eddy Goodwin then presented the Consent Agenda.

**Recommended Budget Amendments**

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**BA-1011-063**

3418	Reg of Deeds	\$ 1,000	Increase revenue for marriage license fees (revenue projection underestimated)
4180	Reg of Deeds	\$ 1,000	Increase expense to remit marriage license fees to State of NC

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**BA-1011-064**

51	Tourism	\$ 2,500	Increase miscellaneous revenue for co-op advertising revenue received
51	Tourism	\$ 2,500	Increase expense for co-op advertising

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**BA-1011-065**

3500	DSS	\$ 2,000	Increase revenue transportation funds received from the NC Dept of Transportation
5374	DSS	\$ 2,000	Increase expense to remit funds received to ITS for work first transportation expenses

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**BA-1011-066**

3612 Recreation \$ 5,000

Increase revenue for private donations received for Bennett's Millpond repair  
Increase expense to make necessary repairs to Bennett's Millpond from storm damage during Tropical Storm Nicole in October 2010

6130 Recreation \$ 5,000

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**BA-1011-067**3990 Fund Bal \$26,686  
Appropriated

Increase revenue from fund balance appropriated for funds set aside for Register of Deeds automation/preservation fund pursuant to G.S. 161-11.3

4180 Reg of Deeds \$26,686

Increase expense for automation equipment for Register of Deeds office to include a plat/scanner and to contract book restorations

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Commissioner Nixon stated he would like a list of all departments that have funds set aside.

Commissioner Smith asked if the donations of \$5,000 were all that had been collected.

Mr. Parker clarified that the \$5,000 is all that has been collected. He stated that if any additional monies are collected, he will put the money into the donation line

**Recommended Budget Transfers****BT-1011-014**

9900 Contingency \$ 15,000

Decrease contingency

6130 Recreation \$ 15,000

Increase Recreation for Bennett's Millpond Dam repairs

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**BT-1011-015**

9900 Contingency \$ 7,500

Decrease contingency

4150 Legal \$ 7,500

Increase expense for Pioneer Machinery settlement

**BT-1011-016**

4320	Jail	\$ 2,000	Decrease contracted services-central prison for boarding inmates
4360	Coroner	\$ 2,000	Increase expense for coroner medical services provided for autopsies and investigations

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Commissioner Nixon moved that the Board approve items a and b. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

**c. Surplus Property**

Attached is a list to items to be declared surplus. There are no requests from county departments or state agencies for these items, which after being declared surplus, will be listed on Gov Deals for public auction.

**d. RBC Signature Card**

Attached is a signature card for a CD for Edenton Chowan Rescue Squad to allow Finance Officer Lisa Jones and Assistant Kim Smith to be added as authorized representatives on the account.

Commissioner Smith moved that the Board approve items C & D. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

**2. County Office Building**

The Board invited Claudia Deviney representing PNC (Preservation North Carolina) and Jennifer Harriss representing Destination Downtown to discuss plans for the future use of the County Office Building.

Ms. Deviney presented a PowerPoint sharing examples of the work done by PNC.

Commissioner Nixon asked for clarification on the tax value of properties within the mill village.

Ms. Deviney stated that currently the property value is \$20 million.

Mr. Parker asked about procedures for using PNC when the County vacates the building.

Ms. Deviney stated the County has the option to sell the property, donate the property or gift it. She stated PNC has to own the property and could negotiate a rehab of the building and assist with writing covenants for the building. She stated the County may want to consider listing the property on PNC's website.

Commissioner Nixon asked if the County uses PNC could the contract state specific uses for the property. He stated he did not see an advantage to use the property as apartment housing only but could see benefits of having a mixed use. He said the County will want to control the future use.

Chairman Goodwin stated that with this information, the County will continue its due diligence.

Jennifer Harriss stated she was there to support PNC and stated she would urge the County to use PNC's services. She stated she felt there are many opportunities for the building and that Destination Downtown would want to see commerce. She stated that her organization would also want to assist in marketing the building.

Being no further discussion, the Chairman thanked Ms. Deviney and Ms. Harriss for their information.

### **Edenton Chowan Schools**

Dr. Alan Smith presented the recommendation from the Edenton-Chowan Board of Education on the relocation of the administrative offices. He provided a copy of the proposed lease agreement to the Board. He stated the rent for the proposed space would cost \$3,444 per month. He provided the Board with pictures of the proposed layout of the building and drawings on proposed addition of office space for the IT department. Dr. Smith expressed concern stating that in discussions with Board members, some Commissioners indicated concern over the vote for the COA lease being approved as presented and creating a deadline for the IT Department to vacate their space at the COA campus in June 2013.

Chairman Goodwin asked the Board members if there were any concerns over the vote regarding the COA lease.

Commissioner Mitchener stated that although he voted in favor of the lease with COA, in the moment of euphoria over the agreement reached between the alumni association and COA he did not want to cast a dissenting vote, but had concerns with the deadline set for the IT department.

Commissioner Cole stated that he agreed with Commissioner Mitchener and he too opposed the deadline that was proposed in the lease, and was not aware that it was included when he voted.

Chairman Goodwin asked the Board Clerk to state the outcome of the vote on the COA lease to which Ms. Stallings replied that the vote was unanimous in approval of the lease.

Dr. Smith stated that he hoped to move in the leased building this fall around the same time DSS vacates the building.

Mr. Parker noted that DSS will hopefully move by November or December.

Commissioner Winborne clarified that the rent payment would be paid by the school.

Dr. Smith responded yes. He provided the Board with a letter stating his concerns over the changes regarding the IT space that the Board made in approving the lease with COA.

Commissioner Winborne stated that he did not appreciate the tone of the letter.

Commissioner Nixon stated that the Board members did discuss the proposed change of the lease regarding IT space prior to the vote and he felt the Board members were fully aware of what they were voting on. He added that at one time the Board discussed developing an MOU between the school and COA to move the Central Office into the space on the COA campus currently occupied by the IT department. He stated the Central Office expressed concerns over school productivity and safety for the space at COA.

Dr. Smith stated he made no comment at the meeting when the Board voted on the COA lease because he wanted to be a good partner and not interrupt the emotions in the room over the Alumni agreement with COA.

Commissioner Mitchener moved that the Board approve the school lease.

Commissioner Nixon stated he did not feel that the Board of Commissioners should approve the lease. He stated the Board of Commissioners is only responsible for the monies.

Chairman Goodwin recommended that the County attorney review and comment on the lease.

Commissioner Smith stated that he did not see anywhere in the lease a statement about the rent payments being applied to a purchase price.

Dr. Smith stated that was correct.

Commissioner Smith moved that the Board table the motion from Commissioner Mitchener and discuss the lease again at the May Meeting.

Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

#### **Resolution in Support of the Recommended Feasibility Study for the proposed NC International Terminal at Southport**

Commissioner Mitchener asked the Board to consider a resolution from Yes Port NC advocating the proposed NC Deepwater Project in Brunswick County and the feasibility study for the same. He moved that the Board approve the resolution. Chairman Goodwin asked for all in favor, the motion was tied (3-3 Smith, Nixon and Goodwin). Chairman Goodwin stated this would be placed on the May 2<sup>nd</sup> agenda for a full board vote.

#### **Daylight Savings adjustments for FY 2011-12 at the County Convenience Sites**

Commissioner Nixon noted that at the last meeting, the Board recommended consideration of adopting a plan to amend the convenience sites operating hours during daylight savings resulting in a savings of \$7,000- \$8,000 annually. He stated that he did not see this would cause a problem and was successful in Perquimans County. He then made a motion that the Board approve the amendment of the operating schedule during daylight savings time.

Commissioner Winborne expressed his concern with persons that work until 5:00pm not being able to take their trash during those months. He also expressed concern over people dumping trash on the side of the road.

Sheriff Dwayne Goodwin stated he agreed with Commissioner Winborne and noted that when there is a closure on Wednesday already, trash is being dumped on the side of the road.

Commissioner Smith stated that he felt 5:00pm was too early to close, and recommended 6:00pm.

Chairman Goodwin asked for all in favor, the motion passed (4-2 Winborne, Smith).

### **Disaster Relief Efforts**

Sheriff Goodwin stated that Chowan County is providing assistance to Bertie County in the wake of the tornado recovery. He stated that the damage was substantial and he would continue to assist as long as help was needed.

Ms. Jones noted that the Sheriff will invoice Bertie County and FEMA will reimburse Bertie for the expense.

### **Finance Officer Items**

Ms. Jones provided a quarterly budget review of revenues and expenses. She stated that overall the departments are on target budget and that she is monitoring the sales tax collections. She stated she continues to monitor EMS revenues and noted that transports are down.

Chairman Goodwin asked about the status of the lottery renovations with the school.

Ms. Jones stated that most work will be done during the spring and summer to not disrupt classes.

Commissioner Nixon asked if Ms. Jones has made application for the debt payments.

Ms Jones stated she would look at the balance and begin the process to claim these funds.

### **CDBG Letter**

Chairman Goodwin noted that he received a letter from the Department of Commerce stating that the complaint has been resolved and the project will be closed out June 30<sup>th</sup>.

### **Manager's Items**

Mr. Parker presented the following manager's items for discussion:

#### **Board Appointment**

- Hospital Directors Council appointment of Ralph Cole to serve in the "citizen appointment" in place of Carlton Griffin. He added that Commissioner Mitchener serves as the Commissioner appointment currently.

Commissioner Nixon moved that the Board approve the appointment. Chairman Goodwin asked for all in favor, the motion passed (5-0 Commissioner Cole was recused from voting)

- Mr. Parker provided a highlight status of proposed FY 2011-12 Budget with schedule for presentation to Board, Public Hearing and final adoption. He recommended that the Board set May 2<sup>nd</sup> as the formal presentation, May 16<sup>th</sup> as the public hearing with a June 6<sup>th</sup> adoption. He stated the proposed budget was balanced with no proposed tax increase.

The Board discussed dates for a workshop to review the budget line by line and set a meeting date of April 21, 2011 at 9:00am.

### **Timely and Important Matters**

Commissioner Nixon stated that he would like for the Board to consider and discuss during budget planning participation in Economic Development.

Being no further business before the Board, the meeting was adjourned

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Chairman  
Edward C. Goodwin

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Clerk